



Community Child Care Fund special circumstances grant

Frequently asked questions

How to apply.....	1
Eligibility.....	3
Disadvantaged or vulnerable communities and priority areas.....	5
Different circumstances.....	6
Activities that can be funded.....	6

How to apply

Is there a deadline for Community Child Care Fund (CCCF) special circumstances grant applications?

No, there is no deadline for applications.

How much funding should I apply for?

There is no minimum or maximum amount per financial year for each other unexpected event (including local emergencies, drought, flood and bushfires) under this grant opportunity.

COVID-19 grants have a maximum grant amount of \$150,000 per financial year.

It is recommended you apply for CCCF special circumstances funding after the event has occurred and after taking into account other viability or COVID support, such as grants from your state or territory government.

Will I receive the amount I ask for?

You may not receive the entire amount of grant funding applied for.

The amount of funding offered will be determined on a case-by-case basis, depending on other funding accessed by the service (including CCCF grants and other Commonwealth or state/territory government grants or payments), the activity being funded, the type and impact of the event or circumstance, and the circumstances of the applicant.

The amount of funding you request must be supported by specific documentary evidence at the time of application, see the [CCCF Special Circumstances Grant Guidelines](#).

Can I apply directly for my service or does the provider/operator need to apply?

You can apply for your approved child care service/s if you have been authorised to submit an application on behalf of the approved provider.

Can I apply for funding more than once for the same service?

Yes, if the request for funding relates to a different event or a different financial year.

One application per service for each event in a financial year can be claimed.

Services that were previously approved for a special circumstances grant can apply for further funding and applications will be assessed on a case by case basis. A service could apply for COVID-related grant funding and a flood related grant in the same financial year.

If you have applied for and received a grant for COVID-19 you may be eligible to receive a second grant for COVID-19 in the same financial year where

- the COVID-19 grant payment related to a service subject to periods of Stay at Home Directions prior to 27 January 2022 and
- the service has subsequently closed or partially closed for one or more periods to respond to health risks associated with COVID-19, noting
- assessment of an additional COVID-19 grant application will consider the amount already paid to the service for impacts of COVID-19 prior to 27 January 2022.

Do I need to be an approved child care service to apply?

Yes. The service must be Child Care Subsidy (CCS) approved when you apply.

Family Day Care and In Home Care providers may apply if financial viability issues related to their registered educators are putting the Family Day Care/In Home Care service at risk of closure.

You are not eligible to apply if you operate a standalone pre-school or other state/territory government approved child care service. Please contact your regulatory authority and contact details for each state and territory can be found on the [ACECQA website](#).

Do I need to participate in the National Redress Scheme?

If, prior to 30 June 2020, the applicant was named in the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission), or in an application received by the National Redress Scheme as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:

- provided a clear written statement to the Scheme setting out its intention to join the Scheme on or before 30 June 2020, and
- become a participating institution of the Scheme on or before 31 December 2020, and

- not ceased to be a participating institution.

If the applicant was not named in the Royal Commission, or in an application received by the Scheme prior to 30 June 2020, but was named in an application received by the Scheme on or after 30 June 2020, as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:

- become a participating institution of the Scheme within 6 months after being contacted by the Scheme and requested to join, and
- not ceased to be a participating institution.

What organisation IDs do I need to complete my application?

- Child Care Subsidy Approval ID (CCS ID): This is the ID used to log into the Provider Entry Point (child care system). It is always 9 digits followed by an uppercase letter.
- Approved Provider Organisation ID: This ID is related to your provider organisation.

How do I apply?

Please apply using the [online application form](#).

If you have any questions, please contact the CCCF Program team via CCCFSpecialCircumstances@education.gov.au.

Eligibility

Who can apply for a general special circumstances grant?

Applicants must be:

- a CCS approved provider under Family Assistance Law of an approved service operating for a disadvantaged or vulnerable community (refer questions 16 and 17), and
- be one or more of the following:
 - at high risk of temporary/permanent closure due to viability issues resulting from an unforeseen event or circumstance such as but not limited to natural disaster, extreme weather event (including floods and bushfires) or pandemic, or
 - at high risk of permanent closure due to another event or circumstance, where that closure would result in a lack of suitable child care (market failure) for the community, or
 - seeking to commence a new service in a community where another service has closed, resulting in a lack of suitable child care (market failure), and the new service will require funding to establish a viable operation, and
- Meet the requirements of the National Redress Scheme (where applicable).

See the [CCCF Special Circumstances Grant Guidelines](#) for more information.

Can I apply for a COVID-19 special circumstances grant for my service in a metropolitan area and/or inner regional area?

Yes, if the service meets the requirements set out in the [CCCF Special Circumstances Grant Guidelines](#).

In addition to being an approved provider of an approved child care service, and meeting the requirements of the National Redress Scheme, an eligible service must:

- have stayed open, unless directed to close, while operating in an area subject to stay at home restrictions from 1 February to 30 June 2021 or 1 July to 30 June 2022, and/or
- the service closed between 27 January 2022 and 30 June 2022 to address health risks associated with COVID-19, AND
- the service is at significant risk of short term financial viability issues and at high risk of closure due to impacts (e.g. revenue loss from reduced child attendance) of the service and closure would result in market failure (refer [Glossary](#)) for a community.

Note: An assessment of the risk of short term financial viability issues may only be made after the Provider of a Service has accessed existing viability support. This payment is a last resort.

Who is not eligible to apply?

You are not eligible to apply if you:

- do not meet the eligibility criteria for this grant (see [CCCF Special Circumstances Grant Guidelines](#)); or
- are already fully funded for the same activity under a different CCCF program or any other Government source or program.

What is an approved provider?

An approved provider is an early childhood education and care provider who is approved (and continues to be approved) under Division 1 of Part 8 the *A New Tax System (Family Assistance) (Administration) Act 1999* to administer child care subsidy on behalf of eligible families.

An approved provider has several responsibilities under the family assistance law, including:

- complying with the Family Assistance Law, and
- complying with the National Law and National Regulations and all related state or territory laws involving the operation of a child care service, unless that service is exempt.

How is a child care service defined?

Child care services are defined as either Centre Based Day Care, Family Day Care, Outside School Hours Care or In Home Care, or another service type approved by the [Minister's Rules](#).

Mobile services are delivering Centre Based Day Care for the purposes of administering the child care subsidy.

What is not considered to be an eligible child care service?

- Crèche-type arrangements where parents remain on site and retain responsibility for their children.
- Informal care provided by family members.
- Services primarily delivering an instruction-based activity such as sports programs.
- Social and community programs such as early intervention services.
- Services providing short-term irregular care.
- Early education programs such as preschool or kindergarten.

Disadvantaged or vulnerable communities and priority areas

What is a disadvantaged or vulnerable community?

There are many examples of what determines if a community is vulnerable or disadvantaged.

The department has a list of [CCCF priority areas](#) that are considered disadvantaged or vulnerable. If your service is operating in one of these areas, you are eligible to apply for this funding. The indicators used to determine the CCCF priority areas, e.g. Australian Early Development Census or Socio-Economic Indexes for Areas, are recognised indicators of disadvantage and/or vulnerability.

The Australian Government provides targeted support to providers, services and families in the event of a local emergency. If your child care service is located in a declared **Local Area Emergency** (LAE) Local Government Area (LGA) it is considered disadvantaged and vulnerable. For more information, including the current LGA locations declared as LAE's, please refer to the [Help in an emergency](#) webpage.

Alternatively, your service may be the only suitable service supporting a vulnerable or disadvantaged sector of the community.

How do I find out if my child care service is in a priority area?

It is easy to check if you are in a priority area:

- Go to the department's list of [CCCF Priority Areas](#). Follow the instructions to find out your service's SA2
- Check if your service's SA2 appears on the list of priority areas.

It is important to note that the CCCF priority areas do not necessarily match up with suburb or town boundaries.

Different circumstances

What is an unforeseen event or circumstance?

Something unexpected that a service did not cause and cannot influence. This includes local emergencies, natural disasters, extreme weather events such as a bushfire or flood and where service viability is affected. An unforeseen event includes pandemics.

The child care service I operate has been damaged by an extreme weather event, such as floods or bushfire, and is closed temporarily for repairs/refurbishment. Is there any funding available to help us to re-open?

Yes. The special circumstances grant supports continuity of child care where the financial viability of the service is affected by an unforeseen factor outside the control of the service.

You can request financial support for items or activities that are not covered by your insurance policies, including where your policies cover bushfires or storms, but not floods. Examples of eligible items include insurance excess costs, rental payments (including where landlord standard insurance does not cover your rent payments) and uninsured items required for the provision of child care services.

Evidence of insurance policies and claims, damaged premises and items should be provided with the application.

Is drought an eligible event?

Yes, drought is considered an eligible event for the purposes of the special circumstances grant.

What is market failure?

A situation in which families requiring child care are unable to find suitable places in reasonable proximity to their community.

Activities that can be funded

What activities can be funded under the special circumstances grant?

There are several activities that grant funding can be used for including, but not limited to:

- staff retention costs during periods of closure where the staff are deployed on activities to reopen
- costs related to the provision of care at an alternate venue
- minor capital repairs that are not covered under insurance
- project management costs for a staff member who is administering the insurance claim process
- costs related to maintaining service viability in periods of closure due to local emergencies

- implementing changes to business practices and/or models, in response to the unforeseen event or special circumstance
- temporarily contributing to standard child care operating costs to assist with the service remaining open
- helping with additional costs as a result of the unforeseen event or circumstance
- addressing health and safety requirements, directly related to an unforeseen event, or
- other reasonable activities, as agreed with the department, that are responsive to the needs of the community, or to ensure the service can continue to provide quality child care, such as additional transport services, family engagement, extended hours and other support activities.

What grant money cannot be used for?

The following are examples of activities grant funding cannot be used for:

- activities not related to the delivery of child care services
- activities that are already fully funded by another CCCF program or any other government source or program
- activities that have not already occurred, and
- any expense that is claimable under a service's insurance policies.